

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
JUNE 13, 2002**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on June 13, 2002, at 1:30 p.m. Eastern Daylight Time (EDT). The meeting was lead by Chair Ms. Silky Labie of the Florida Department of Environmental Protection. The agenda for this meeting is shown in Attachment A, action items from the last meeting are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C, and a list of participants is shown in Attachment D. *The purpose of the meeting was to address items of importance as identified in the agenda.*

INTRODUCTION

In the temporary absence of the Chair, Ms. Silky Labie, Ms. Jeanne Hankins called the meeting to order and took attendance.

APPROVAL OF MINUTES

The minutes from the May 09, 2002 teleconference were reviewed and approved as amended. The minutes from January 10, 2002 and February 14, 2002, were reviewed via e-mail and approved as amended. Ms. Hankins reviewed the action items, which have been updated to their current status.

STATUS REPORT TO LONGEST

Ms. Labie reported that she is in the process of preparing a letter to ORD Deputy Administrator, Henry Longest, updating him on the activities of the Program Policy and Structure and Transition Committees as they relate to the organizational restructuring. Ms. Labie will have the letter ready to circulate to the Board for comments and review by next week.

LETTER OF APPRECIATION TO HAMMERSCHMIDT

Ms. Labie reported that the letter to Dr. Ron Hammerschmidt, ECOS President, has been drafted and will be circulated to the to the Board for comments and review by next week.

COMMITTEE UPDATES

Ms. Labie invited the committee Chairs to brief the Board on issues their committees plan to discuss at NELAC 8. Their reports follow.

Accreditation Process

Mr. Gleason Wheatley reported that the Committee plans to discuss modifications to Section 4.0.b and 4.0.c (mobile laboratories) and 4.4.4 (voluntary withdrawal). Mr. Wheatley also noted that his Committee will be meeting June 19, 2002, with the Field Activities Committee to resolve

the issue regarding the definition for field measurement. Although it had been agreed that the Accreditation Process Committee would be responsible for the mobile laboratory definition and the Field Activities Committee for the field measurement definition. There is a recognized need for both definitions to be consistent.

Accrediting Authority

Mr. Louis Johnson reported that his Committee plans to focus primarily on the additions of Section 6.2.2.g (having a procedure in place to deal with a new state becoming a NELAP AA), 6.3.3.1.o (laboratories changing primary AAs), and 6.9.1.e.3 (conflict of interest). Ms. Hankins noted that the Regional Lead Evaluators plan to recommend that the Accrediting Authority Committee review the timelines included in Chapter 6.

Field Activities

Dr. Bart Simmons reported that the Federal Register Notice that is soon to be published contains not only the notice of NELAC 8, but also of NELAC's intent to expand standards into the areas of sampling and field measurements. This was a recommendation that had been made at NELAC 7.

Membership & Outreach

Ms. Sherry Clay reported that the Committee plans to have the meeting as a brainstorming session in order to garner various ideas with which to develop materials for the website and for distribution. They also plan to interact with the standing committees and the NELAP AAs in order to ascertain what is needed to be developed by Membership and Outreach to be used as recruiting tools, etc. Ms. Clay noted that she had received a request from the trade journal, American Laboratory to write an article covering NELAC 8 and the proposed restructuring of NELAC. Ms. Clay also asked if it were possible to extend the three-year terms of her Committee to five-year terms. Dr. Jackson responded that the change can be proposed to the Constitution and Bylaws during NELAC 8.

Ms. Labie commended the Membership and Outreach Committee on their superb job with the poster for the ECOS conference in April.

National Database

Mr. Matt Caruso reported that user testing had begun this week and New York has already transferred five files over to the National Database. Ms. Hankins noted that Jim Stemmler will be present at NELAC 8, although the contractor will not.

Nominating

As Dr. Charles Brokopp was not present, no report was given. Ms. Hankins noted that Mr. Wayne Davis had been nominated as chair-elect, and Mr. Gleason Wheatley and Mr. Richard Sheibley as members at large.

On-Site Assessment

Mr. Alfredo Sotomayor reported that he expects the discussion to focus on the new Appendix C, which combines two former appendices. The Committee also plans to present information on the upcoming electronic assessors forum. A letter has been prepared that contains information on the electronic assessors forum and is to be sent to those that have contact with assessors. Mr. Sotomayor asked for help in acquiring names and addresses of NELAP assessors that would be interested in attending this forum. Anteon will forward the registration list from NELAC 7 to Mr. Sotomayor. Ms. Hankins suggested that Mr. Sotomayor meet with the NELAP AAs during one of their meetings in order to obtain consensus on the elements for the On-Site SOPs.

Proficiency Testing

Ms. Barbara Burmeister reported that some areas of discussion will occur regarding the ongoing monitoring for the PT providers, uniform electronic PT data format for all the Accrediting Authorities, and a preliminary report from the Fields of Proficiency Testing Acceptance Criteria subcommittee. Any changes made to Chapter 2 are minor.

Program Policy & Structure/Transition

Dr. Paul Kimsey reported that there is a joint Program Policy & Structure/Transition Committees session scheduled for Tuesday, July 9, 2002. At this time the proposed restructuring of NELAC and the revised Constitution and Bylaws will be presented. Three standards-development organizations are also scheduled to give presentations. Dr. Kimsey will confirm this with Ms. Labie next week, so that she may make arrangements for display tables for their use. Ms. Ann Marie Allen noted that in the frequently asked questions (FAQs) that will be presented, one addresses what will not happen at NELAC 9, but none deal with what will happen. It was recommended that the Board, as well as all the committee Chairs, attend the June 26, 2002, Program Policy & Structure/Transition Committees teleconference to discuss this, and possible other questions, further. Dr. Kimsey will make teleconference arrangements.

Dr. Ken Jackson reported that there are no changes to Chapter 1, other than removal of any reference to analyte groups. This is not expected to be a topic of discussion, it will just be noted that the term analyte groups will be removed, based on the results of the discussion during the Proficiency Testing session. There are only a few changes to the glossary.

Quality Systems

Dr. Fred Siegelman reported that Quality Systems will present a new draft standard, comprised of NELAC 2001 Quality Systems requirements and ISO 17025 requirements. This version will be presented for a vote first. If it passes, a number of changes to that document will be presented. If it fails, the changes to the existing NELAC 2001 Standards will be presented for a vote. This would include the Asbestos Testing Appendix, increased requirements for data integrity, three microbiology changes, and six chemistry changes. PBMS will also present an update during this session.

Regulatory Coordination

Mr. Kevin Coats reported that the Committee plans to present the annual regulatory report. The committee also discussed a survey that would define the utility of and any needed changes to the existing model legislative language. This survey would also request information on additional models focused on states serving only as secondary accrediting authorities. Mr. Coats noted that the Committee is considering becoming an originator of comments to NELAC on pending federal environmental regulations and policies that might impact NELAC. Ms. Hankins stated that a survey may not be conducted by the committee without formal approval in accordance with the Paper Reduction Act. This would not preclude a state member from conducting a survey under their own auspices.

PREPARATIONS FOR NELAC 8 UPDATE

Ms. Labie reported that 213 people have registered for NELAC 8.

OLD BUSINESS

Ms. Aurora Shields will check on the status of the letter from ECOS to EPA, as well as to whom it should be addressed, and will follow up with Ms. Carol Batterton.

NEW BUSINESS

Ms. Labie noted that there will be a reception held for the committees on Thursday evening, July 11, 2002. She also reminded all committee Chairs to submit their nominations for members to her by next week.

Ms. Hankins noted that the Board of Directors meeting in Tampa will be Tuesday, July 9, 2002, at 9:30.

Ms. Clay volunteered to chair the Stump Your AA session Thursday evening, July 11, 2002.

Dr. Kimsey reported that NELAC 9 will be held in San Diego and he has tentatively made an agreement with the Hyatt Ilandia.

NEXT TELECONFERENCE

The next teleconference for the Board of Directors is scheduled for Thursday, August 8, 2002, at 1:30 p.m., EDT.

ADJOURNMENT

There being no further business, the meeting was adjourned

**NELAC BOARD OF DIRECTORS
DRAFT AGENDA
June 13, 2002
1:30 - 3:00 PM EDT**

1. Approval of Minutes of May 09, 2002, Meeting - *Silky Labie*
2. Status Report to Longest - *Silky Labie*
3. Letter of Appreciation to Hammerschmidt - *Silky Labie*
4. Committee Updates - *Chairs*
5. Update on preparations for NELAC 8 - *Silky Labie*
6. Old Business
7. New Business

**NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS/CHAIRS
JUNE 13, 2002**

Item No.	Action	Status
1	Ms. Labie will contact the organizations recommended by the members to serve on the Small Organizations <i>Ad Hoc</i> Committee: WEF, AWWA, and the Rural Clean Waters Program.	ASAP
2	Ms. Labie will have the letter to Mr. Longest ready to circulate to the Board for comments and review by next week.	06/21/02
3	Ms. Shields will check on the status of the letter from ECOS to EPA, and to whom it should be addressed, and will follow up with Carol Batterton.	ASAP
4	Ms. Labie will have the letter to Dr. Hammerschmidt ready to circulate the to the Board for comments and review by next week.	06/21/02

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
JUNE 13, 2002**

No.	DATE OF MEETING	ACTION	STATUS
1.	05/09/02	Mr. Ed Kantor will create a larger version of the poster that was displayed at ECOS to display at NELAC 8.	Complete
2.	05/09/02	Ms. Labie will ascertain from the hotel what the cost of the speakerphone would be.	Complete
3.	05/09/02	Mr. Tom Maloney will contact Bart Simmons, Chair of the Field Activities Committee, for possible recommendations of representatives of small organizations to serve on the Small Organizations <i>Ad Hoc</i> Committee.	ASAP
4.	05/09/02	Ms. Labie requested that members forward any recommendations from other geographic areas for representatives of small organizations to her via e-mail. Ms. Labie will begin forming this committee upon receipt of recommended names to contact.	ASAP
5.	05/09/02	Anteon will send out the minutes from January 10 and February 14, 2002, to the members for their review and final approval via e-mail.	Complete
6.	05/09/02	Anteon to update the NELAP AAs action item summaries for posting on the website.	Complete
7.	04/11/02	Mr. Friedman will obtain the exact wording of the motion that was made and approved by the National Water Quality Monitoring Council on April 3, 2002, and forward this to Ms. Hankins.	Ongoing
8.	04/11/02	Drs. Kimsey and Jackson will develop an outline of the presentation for NELAC 8.	Ongoing
9.	03/14/02	Review January 10 and February 14, 2002 minutes for approval (Board)	Complete
9.	03/14/02	Investigate how to handle certificates for multiple primary accrediting authorities for non-NELAC states (Ms. Hankins)	Complete
10.	03/14/02	Formal response to AIHA via direct contact (Ms. Labie)	Complete

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
JUNE 13, 2002**

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